Entering Report Card Behaviors for Elementary

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| Click on **Homeroom**  **PowerTeacherPro** |  |
| Click the **Grading** icon in the charms menu to the left  and choose **Standards** from the menu |  |
| Be sure you are on the **correct Nine Weeks**  When you click in a box under the behavior, notice the full description appears | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2016-08-10 at 10.43.28 AM.png |
| Choose the **mastery level letter** from the scoring menu and press **ENTER**  M= Mastery  D= Developing  NI= Needs Improvement | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2016-08-10 at 10.44.13 AM.png |
| After mastery levels have been entered for all students click **SAVE** located at the bottom right of the screen |  |